

Source:

Maryland Code/STATE PERSONNEL AND PENSIONS/TITLE 7. EMPLOYMENT IN THE STATE PERSONNEL MANAGEMENT SYSTEM/SUBTITLE 5. EMPLOYEE PERFORMANCE APPRAISALS/§ 7-501. Performance evaluations required; duty of appointing authority; training of supervisors; evaluation of managers and supervisors.

§ 7-501. Performance evaluations required; duty of appointing authority; training of supervisors; evaluation of managers and supervisors.

(a) *Required.*- The performance of each employee in the skilled service, professional service, and management service shall be evaluated in accordance with this subtitle.

(b) *Duty of appointing authority.*- The appointing authority shall ensure that each of the unit's employees who is subject to this subtitle has performance evaluations in accordance with this subtitle and procedures established by the Secretary.

(c) *Training of supervisors.*- Each supervisor of an employee subject to this subtitle shall attend mandatory training by the Department on the methods and procedures required in the performance appraisal process.

(d) *Evaluation of manager's or supervisor's performance - In general.*- Factors in evaluating a manager's or supervisor's performance shall include:

(1) attendance at any required performance appraisal training;

(2) adherence to established methods and procedures in conducting performance appraisals;

(3) the timely completion of performance appraisals for employees assigned to the supervisor; and

(4) except as provided in subsection (e) of this section, the results of an anonymous survey of employees assigned to the supervisor in accordance with procedures established by the Secretary.

(e) *Same - Anonymous surveys.*- The anonymous survey requirement under subsection (d)(4) of this section shall not be a factor in evaluating a manager's or supervisor's performance if fewer than five employees are assigned to the manager or supervisor.

[1996, ch. 347, § 1.]

Source:

Maryland Code/STATE PERSONNEL AND PENSIONS/TITLE 7. EMPLOYMENT IN THE STATE PERSONNEL MANAGEMENT SYSTEM/SUBTITLE 5. EMPLOYEE PERFORMANCE APPRAISALS/§ 7-502. Intervals between appraisals; performance ratings.

§ 7-502. Intervals between appraisals; performance ratings.

(a) *Intervals between appraisals.*- An employee subject to this subtitle shall receive the following written performance appraisals at 6-month intervals based on the employee's entry-on-duty date:

- (1) a mid-year performance appraisal; and
- (2) an end-of-year performance appraisal with an overall performance rating.

(b) *Performance ratings.*- An employee's performance may be rated on a performance appraisal as follows:

- (1) outstanding;
- (2) exceeds standards;
- (3) meets standards;
- (4) needs improvement; or
- (5) unsatisfactory.

[1996, ch. 347, § 1; 1997, ch. 20, § 2.]

Source:

Maryland Code/STATE PERSONNEL AND PENSIONS/TITLE 7. EMPLOYMENT IN THE STATE PERSONNEL MANAGEMENT SYSTEM/SUBTITLE 5. EMPLOYEE PERFORMANCE APPRAISALS/§ 7-503. Appraisal procedure.

§ 7-503. Appraisal procedure.**(a) Preliminary performance appraisal.-**

(1) A supervisor shall prepare a preliminary performance appraisal for each employee for which the supervisor has primary direct responsibility.

(2) An appointing authority may review a preliminary appraisal before the supervisor presents it to the employee.

(b) Employee self-assessment.- Each employee shall participate in the employee's performance appraisal by preparing a self-assessment that:

(1) evaluates the employee's performance during a rating period;

(2) indicates the employee's suggestions for ways that the employee and the employee's supervisor can enhance the employee's contribution to the unit's mission, goals, and objectives; and

(3) suggests training or other methods to promote the development of the employee's career objectives in the unit.

(c) Review and discussion of employee's and supervisor's assessments by employee and supervisor.-

(1) An employee and the employee's supervisor shall review and discuss the employee's self-assessment and the supervisor's assessment.

(2) The employee shall be notified, as provided in regulations adopted by the Secretary, prior to the date of the review and the discussion.

(3) The purpose of the review and discussion is to:

(i) promote agreement and understanding about the assessments of the employee and supervisor and to aid the supervisor in determining the final ratings for the performance appraisal; and

(ii) 1. develop appropriate modifications to the employee's position description, if needed;

2. establish specific written tasks and indicators, based on measurable and objective standards that can be evaluated on outcome, that the employee needs to

accomplish during the next rating period in order to meet the overall objectives of the position; and

3. identify any area in which training is needed for the next rating period, based on the employee's strengths and weaknesses.

(d) *Final performance appraisal.*-

(1) An appointing authority shall approve a performance appraisal before it is final.

(2) The final performance appraisal shall include:

- (i) the employee's final performance ratings;
- (ii) the specific tasks the employee is to achieve during the next rating period;
- (iii) a list of modifications to the employee's position description, if any; and
- (iv) any recommendations for training to enhance the employee's skills.

(3) The supervisor shall:

- (i) give the employee a copy of the final performance appraisal;
- (ii) retain a copy; and
- (iii) place a copy in the employee's personnel records.

[1996, ch. 347, § 1.]

Maryland Code

STATE PERSONNEL AND PENSIONS

TITLE 7. EMPLOYMENT IN THE STATE PERSONNEL MANAGEMENT SYSTEM

SUBTITLE 5. EMPLOYEE PERFORMANCE APPRAISALS

§ 7-504. Interim conferences.

An appointing authority may provide for interim conferences between an employee and the employee's supervisor to evaluate the employee's progress in meeting objectives established during the previous mandatory performance appraisal.

[1996, ch. 347, § 1.]